ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

Department of Business Administration

Course: Computer Applications for Business (9505)

ASSIGNMENT No. 1

Submitted by: Mr. Muhmmad Saleem

Submitted to: Mr. Suleman Shah

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

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ASSIGNMENT No. 1

Q. 1 Computer plays a vital role in enhancing the work efficiency and effectiveness in the organization. However, the use of computer is not free from challenges. Discuss the pitfalls of using computers in organizations. Suggest remedies to managers as well.   **(20)**

Ans: The computers can enhance the speed & efficiency in the business, they save the time, they make the accurate data available to the business owners & related parties, they help in the flow of the information by supporting group team decision making within a business or organization.

The computers are very useful in business, They can be used to accomplish different tasks in the business, The use of computers in business has changed the way most businesses operate, The computers will continue to revolutionize the methods by which business operate & manage the information.

Most business owners prefer the desktop computers to the notebooks or the tablets, due to the advancement in the computer technology, Every business uses the computers in a different way, but each of these businesses has felt the impact of the computers.

As the computers can't do anything without getting commands & instructions from the humans, So, The business owners have to hire the

computer literate employees or train them how to use the computers to accomplish specific tasks at work.

Pitfalls of Using Computers in Organizations

1. Heavy Reliance on Data

Many businesses rely so heavily on computers that a power loss or system crash can prove devastating. Valuable files may be lost, sometimes permanently, which can have long-term implications if the files were not backed up with paper or other methods, such as automatic nightly offsite backups or backups on the cloud.

A customer service-oriented business that depends on being able to provide prompt and reliable responses to customer inquiries can also find itself at a severe disadvantage if it loses computer access

2. Personal Use of Computers

Computers can create distractions, especially if employees are provided with full Internet access. Instead of working, employees may be tempted to spend time aimlessly surfing the Web, posting on social media, checking sports score, sending videos to friends, playing games or engaging in Instant messaging conversations. According to the Wisconsin School of Business, workers spend anywhere from three hours per week to 2.5 hours per day using the internet for personal reasons while at work.

Businesses may need to go to the added expense of purchasing and installing filtering software to limit workers' browsing access and creating a black list of sites your employees are not allowed to visit. Your business should work your legal counsel to create policies limiting the use of your computers to business activities.

3. Dangers of Hacking

Another problem with workplace computer systems is that many small businesses store sensitive customer information, such as credit card numbers, Social Security numbers, bank account information and addresses. If a hacker successfully breaks into a business's computer system, he can use the information to drain bank accounts or run up charges on credit cards.

At best, this can create a public relations nightmare for the company. At worst, it can make the company susceptible to legal action, especially if it did not implement effective security measures, explains business insurer Hiscox USA.

Make sure you have the latest anti-virus and hacking software on all of your computers. Set strict rules for employees regarding downloading items to their computers to prevent them from accidentally downloading viruses sent via fake emails.

4. Invasion of Privacy

Many companies institute a policy of monitoring employee computer use to prevent against inappropriate or even unlawful activity. In some cases, employees are required to sign a release acknowledging their understating of the company's monitoring policy.

Employees may view this as an invasion of their privacy and point to it as an example of being watched by "Big Brother." It can also create an ethical dilemma, pitting the employee's right to privacy against the employer's right to protect herself.

One way to soften employee computer use reviews is to give employees an anonymous number that IT staffers see when checking internet use. If they see employee is surfing the internet for personal use several hours each day, the IT department reports employee to management, who reads the report and then determines if they want to unmask the employee for discipline.

Remedies to Managers

The Internet can be a valuable business productivity tool, but there are plenty of non-business uses as well. Making sure employees use the Internet in a productive way is difficult, however, there are ways to monitor workers. Communicating a

clear Internet usage policy and installing monitoring software on worker's personal computers are two of the best ways to ensure that Internet use is for true business-related purposes.

1. Create a comprehensive computer usage policy that spells out exactly what is and is not allowed when using company resources, including office computers and the Internet. Make sure every worker in the company reads, understands, and signs the document. Keep a copy of this document with employee personnel records.

2. Install an Internet firewall that blocks access to pornographic or other adult content sites. This will reduce the temptation for workers to visit inappropriate sites. Each time a worker tries to access a blocked site, an informational warning message is displayed. This message should state that Internet usage is monitored and reviewed.

3. Install an Internet monitoring software package on every company computer. Business owners have a number of packages to choose from and should shop around for the best value. Some packages automatically send logs of an employee's Internet use to their supervisor, while others capture screen shots that can be reviewed by the management team as circumstances warrant.

4. Inform all workers that Internet usage is being monitored as a condition of employment. Simply letting workers know that Internet usage is reviewed is often enough to keep them from visiting non-work sites.

5. Review Internet usage logs and screen shots based on a worker's performance. An employee who is spending hours on personal Internet business will probably show a decline in work performance.

6. Use the logs generated by the Internet-monitoring software to create reports of the most frequently visited websites. If some of these sites are not for work use, such as social networking or auction sites, add them to the blocked list on the company firewall.

Q. 2 A word processor is a type of software application used for composing, editing, formatting and printing documents. The most commonly used word processor is Microsoft Word in Pakistan. Discuss how you can perform following functions using MS Word:
(20)

Ans: Creating, Editing and Deleting Document

The process for creating saving editing and deleting an MS Word document are given below:

1. Creating a Document

- ➢ Click the Microsoft Office button.
- ➢ Select New. The New Document dialog box appears.
- ➢ Select Blank document under the Blank and recent section. It will be highlighted by default.
- ➢ Click Create. A new blank document appears in the Word window.

2. Editing a Document

Step 1

Open your document to begin editing. If you're unsure about your editing skills, save an extra copy under the name "Document Name-edit" so that your document stays in its original format. Edit the new version. If you like your changes, rename the document afterwards.

Step 2

Delete single letters one at a time. Place the cursor to the right of the letters to be erased and press the "Backspace" key or place the cursor to the left and press the "Delete" key. Continue pressing the key until all the letters are gone.

Step 3

Erase entire words, sentences, paragraphs, or pages. Highlight the text you want to delete by either dragging the mouse to highlight the text, or by holding down

the shift key and using the arrows. Once the text is highlighted, press "Backspace" or "Delete" to erase the text.

Step 4

Add text by moving the cursor to where you want the new text and begin typing, pushing the existing text to the side. If you want to erase the old words as you type the new, press the "Insert" key on your keyboard. You can toggle between the two choices; when you are in overwrite mode the "OVR" in the status bar at the bottom of the screen will be highlighted. Another option is to highlight the text you want to delete and begin typing. The text will be erased automatically.

Step 5

Rearrange sentences and paragraphs. Highlight the text you want to move by dragging the mouse over the text, and then selecting "Cut" from the "Edit" menu. Click the "Cut" icon on the toolbar, or pressing "CTRL X." Move the cursor where you want to move the text and choose "Paste" from the "Edit" menu. Click the "Paste" icon on the toolbar, or press "CTRL V.

Step 6

Speed the process of moving text by using only the mouse. Highlight the text to be moved, however the mouse pointer inside the highlighted area, hold down the left mouse button and drag the text to wherever you want to insert it. Release the mouse button, and your text will appear in its new location.

Q: Formatting Text

Ans: Formatting text in MS Word includes the size, color, and font style and color of the text. It also covers text alignment, spacing, and letter case.

To change the font size:

➢ Select the text you want to change the size

- On the home tab, click the front size option.
- Select the font size from the menu. If your desire font size is not available in the menu, then you click the front size menu and choice the desire front size and then click on Enter.
- The font size will change in the document

To change the font:

- Select the text you want to change the front
- On the home tab, click the drop-down arrow next to the Font box.
- A menu of font styles will appear
- Select the desire font style
- The font will change in the document

To change the font color:

- Select the text you want to change the front color
- On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.
- Select the font color you want to use. The font color will change in the Document.

To change the Text Alignment

- Select the text you want to change the text Alignment
- On the Home tab, select one of four alignment options
- The text will be realigned in the document.

To use the Bold, Italic, and Underline commands:

- Select the text you want to modify
- On the home tab, click the on Bold, Italic and underline commands options.

To Use the Letter Case

> ➤ Select the text you want to modify
> ➤ On the home tab, click the change case option
> ➤ Select the desire case option
> ➤ The text case will be change in the text.

Q: Changing and Reorganizing Text
Ans:

Q. 3 A spreadsheet like Microsoft Excel, is an interactive computer application for analysis and storage of data in tabular form. Discuss how you can perform following functions using MS Excel;　　　　　　　　**(20)**
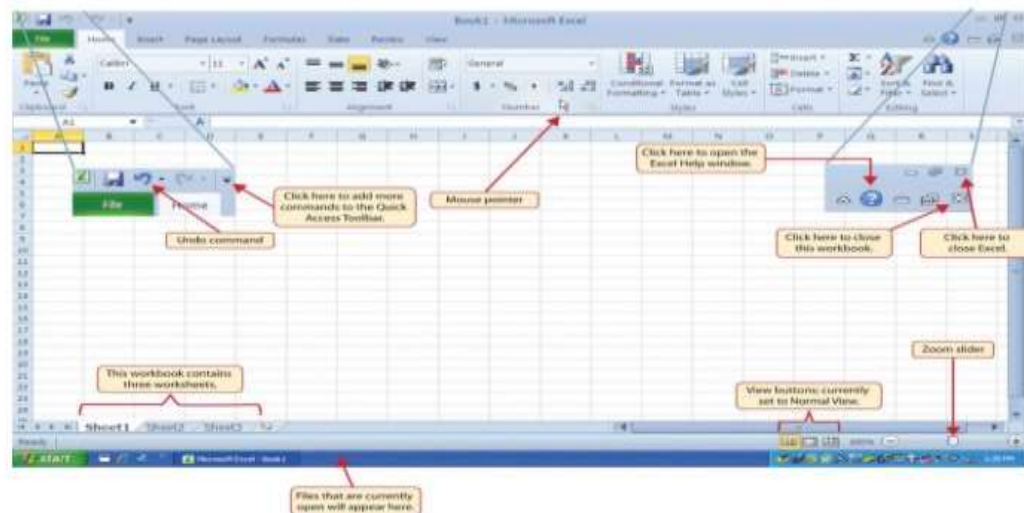
- Starting and Navigating Excel Worksheet
- Creating different Types of Charts
- Move, Copy and Paste Commands and create Summary Sheet

Ans: Part 1: Starting Excel Worksheet

On startup, Excel displays a new blank workbook, the Excel documents at stores your data which contains one or more pages called a worksheet. A worksheet or spreadsheet is stored in a workbook, and is formatted as a pattern of uniformly spaced horizontal rows and vertical columns. The intersection of a column an d a row forms a box referred to as a cell.

1. Locate Excel on your computer.
2. Click Microsoft Excel to launch the Excel application and present you with workbook options.
3. Click the first option; "Blank Workbook".

Once Excel is started, a blank workbook will open on your system. A workbook is
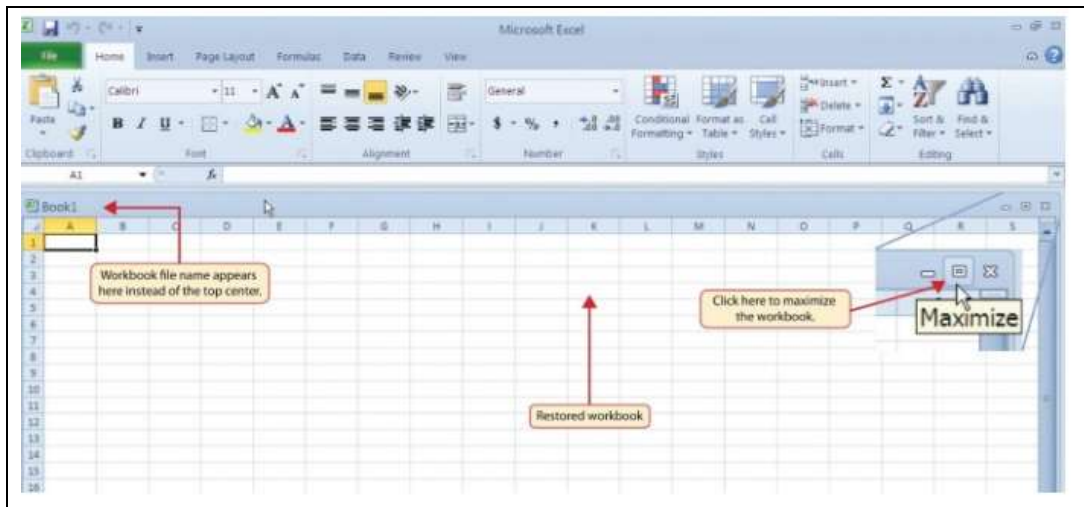
an Excel file that contains one or more worksheets (sometimes referred to as spreadsheets). Excel will assign a file name to the workbook, such as **Book1**, **Book2**, **Book3**, and so on, depending on how many new workbooks are opened. **Figure 1** shows a blank workbook after starting Excel. Take some time to familiarize yourself with this screen. Your screen may be slightly different based on the version you're using.
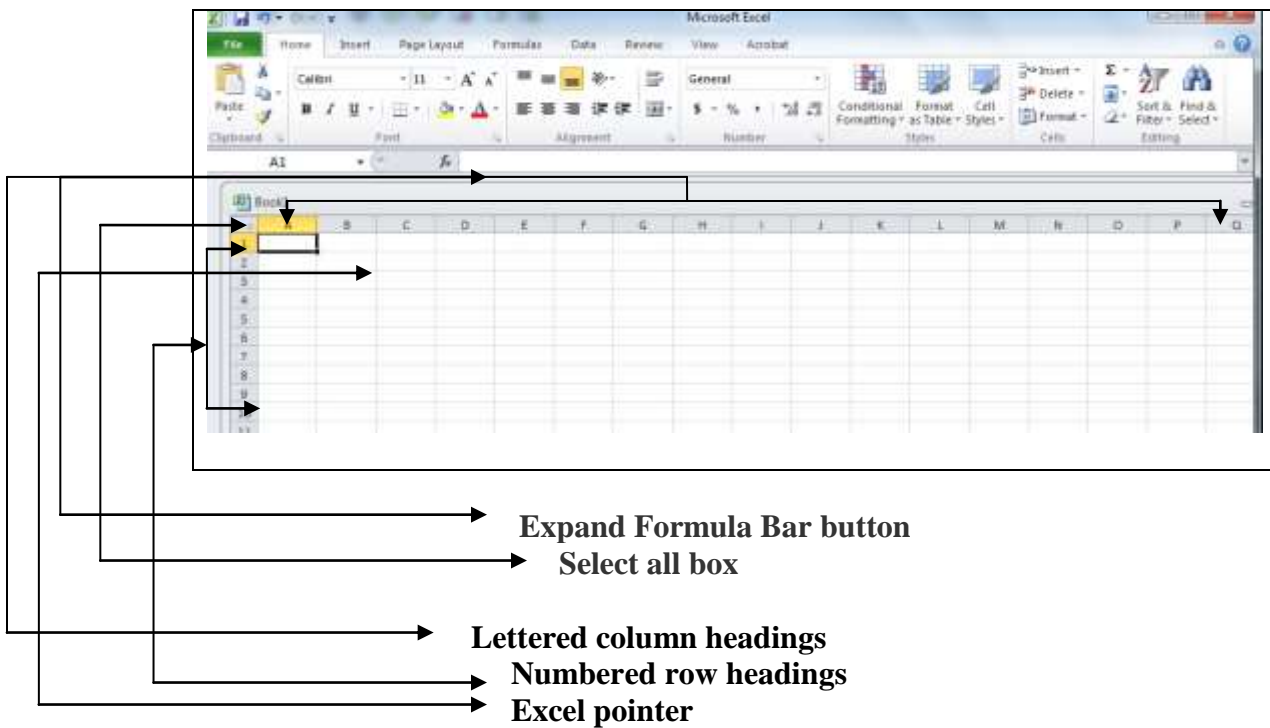
Figure .1

Your workbook should already be maximized (or shown at full size) once Excel is started, as shown in Figure 1. If necessary locate the Maximize button as shown in Figure 2.

Figure 2.

Navigating Excel Worksheet

Figure. 1

Expand Formula Bar button

Select all box

Lettered column headings

Numbered row headings

Excel pointer

Excel Workbook Window Elements

Workbook Window Element	Description
Excel pointer	Displays the pointer in Excel.
Expand Formula Bar button	Increases the height of the Formula Bar to display lengthy cell content
Horizontal window split box	Splits the worksheet into two horizontal views of the same worksheet
Lettered column headings	Indicate the column letter.
Numbered row headings	Indicate the row number.
Select All box	Selects all the cells in a worksheet.

1. In the lower right corner of the screen, in the horizontal scroll bar, click the right scroll arrow one time to shift column a out of view.

   ➢ A column is a vertical group of cells in a worksheet. Beginning with the first letter of the alphabet, A, a unique letter identifies each column this is called the column heading.

2. Point to the right scroll arrow, and then hold down the left mouse button until the Columns begin to scroll rapidly to the right; release the mouse button when you begin to see pairs of letters as the column headings.

3. Slowly drag the horizontal scroll box to the left, and notice that just above the scroll box, ScreenTips with the column letters display as you drag. Drag the horizontal scroll box left or right or click the left or right scroll arrow as necessary to position column Z near the center of your screen.

   ➢ Column headings after column Z use two letters starting with AA, AB, and so on through ZZ. After that, columns begin with three letters beginning with AAA. This pattern provides 16,384 columns. The last column is XFD.

4. In the lower left portion of your screen, click the Sheet 2 tab.

   ➢ The second worksheet displays and is the active sheet. Column A displays at the left.

5. In the vertical scroll bar, click the down scroll arrow one time to move Row 1 out of view.

> A row is a horizontal group of cells. Beginning with number I, a unique number identifies each row—this is the row heading, located at the left side of the worksheet. A single worksheet has 1,048,576 rows.

6. In the lower left corner, click the Sheet 1 tab. Use the skills you just practiced to scroll horizontally to display column A, and if necessary, row 1.

> The first worksheet in the workbook becomes the active worksheet. By default, new workbooks contain three worksheets. When you save a workbook, the worksheets are contained within it and do not have separate file names.

Ans: **Part 2: Creating different Types of Charts**

A chart is a graphic representation of data in a worksheet. Data presented as a chart is easier to understand than a table of numbers. Sparklines are tiny charts embedded in a cell and give a visual trend summary alongside y o u r data. A sparkline makes a pattern more obvious to the eye.

Recommended Charts is an Excel feature that displays a customized set of charts that, according to Excel's calculations, will best fit your data based on the range of data that you select.
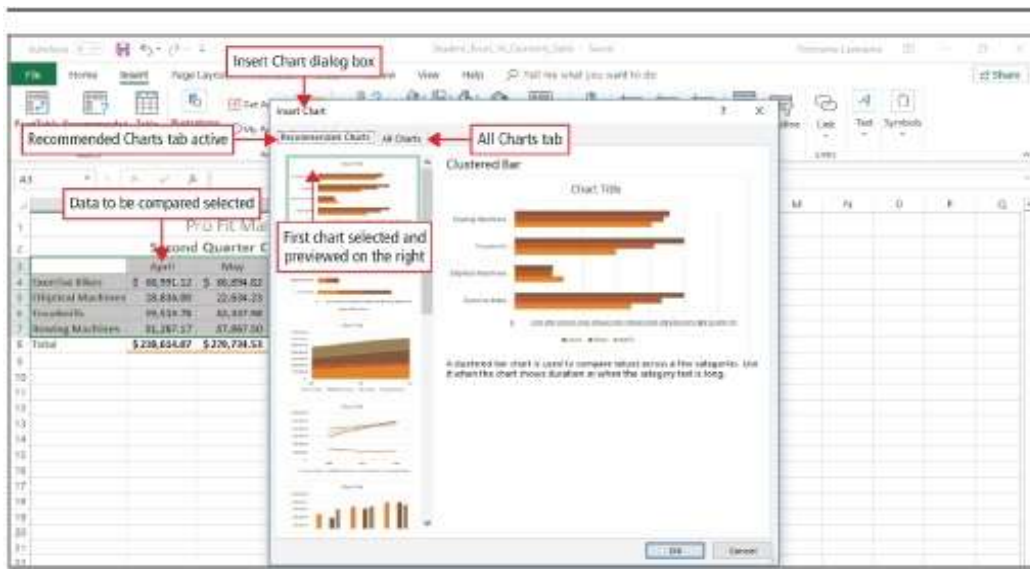
Charting Data in a Column Chart

In this Activity, I will create a column chart showing the monthly sales of cardio equipment by category during the second quarter. A column chart is useful for illustrating comparisons among related numbers. The chart will enable the company president, Michelle Barry, to see a pattern of overall monthly sales.

1. Select the range **A3:D7.**

> When charting data, typically you should *not* include Totals include only the data you want to compare

13

2. With the data that you want to compare selected, click the **Insert tab,** and then in the **Charts group,** click **Recommended Charts.** Compare your screen with Figure 1.

> ➢ The Insert Chart dialog box displays a list of recommended charts on the left and a preview of the first chart, which is selected, on the right. The second tab of the Insert Chart dialog box includes all chart types—even those that are not recommended by Excel for this type of data.

Figure 1

Part 3: Move, Copy and Paste Commands and create Summary Sheet

You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks

Move a worksheet within a workbook

Select the worksheet tab, and drag it to where you want it**.**

Copy a worksheet in the same workbook

➢   Press CTRL and drag the worksheet tab to the tab location you want.

OR

➢   Right click on the worksheet tab and select Move or Copy.

➢   Select the Create a copy checkbox.

➢   Under Before sheet, select where you want to place the copy.

➢   Select OK.

Q. 4 How a manager can edit and format multiple worksheets at the same time? Explain with example. **(20)**

Ans: Every workbook contains at least one worksheet by default. When working with a large amount of data, you can create multiple worksheets to help organize your workbook and make it easier to find content. You can also group worksheets to quickly add information to multiple worksheets at the same time.

1. To insert a new worksheet:

➢ Locate and select the new sheet button near the bottom-right corner of the Excel window**.**
➢ A new blank worksheet will appear**.**
➢ By default, any new workbook you create in Excel will contain one

worksheet, called Sheet1. To change the default number of worksheets, navigate to Backstage view, click Options, then choose the desired number of worksheets to include in each new workbook.

2. To copy a worksheet:

➢ Right-click the worksheet you want to copy, then select Move or Copy from the worksheet menu.
➢ The Move or Copy dialog box will appear. Choose where the sheet will appear in the Before sheet: field. In our example, we'll choose (move to end) to place the worksheet to the right of the existing worksheet.
➢ **Check the box** next to **Create a copy**, then click **OK**
➢ The worksheet will be **copied**. It will have the same title as the original worksheet, as well as a **version number**. In our example, we copied the **November** worksheet, so our new worksheet is named **November (2)**. All content from the November worksheet has also been copied to the new worksheet.
➢ You can also copy a worksheet to an entirely different workbook. You can select any workbook that is currently open from the To book: drop-down menu.

3. To rename a worksheet:

➢ Right-click the worksheet you want to rename, then select Rename from the worksheet menu.
➢ Type the **desired name** for the worksheet.
➢ Click anywhere outside the worksheet tab, or press **Enter** on your keyboard. The worksheet will be **renamed**.

4. To move a worksheet:
➢ Click and drag the worksheet you want to move until a **small black arrow** appears above the desired location.
➢ Release the mouse. The worksheet will be moved.

5. To change the worksheet tab color:

➢ Right-click the desired worksheet tab, and hover the mouse over Tab Color. The Color menu will appear.
➢ Select the desired color.

➢ The worksheet tab color will be changed.
➢ The worksheet tab color is considerably less noticeable when the worksheet is selected. Select another worksheet to see how the color will appear when the worksheet is not selected.

6. To delete a worksheet:

➢ Right-click the worksheet you want to delete, then select Delete from the worksheet menu**.**
➢ The worksheet will be deleted from your workbook.
➢ If you want to prevent specific worksheets from being edited or deleted, you can **protect them** by right-clicking the desired worksheet and selecting **Protect Sheet** from the worksheet menu.

7. Grouping and ungrouping worksheets

You can work with each worksheet individually, or you can work with multiple worksheets at the same time. Worksheets can be combined together into a group. Any changes made to one worksheet in a group will be made to every worksheet in the group.

7.1 To group worksheets:

➢ Select the first worksheet you want to include in the worksheet group**.**
➢ Press and hold the Ctrl key on your keyboard. Select the next worksheet you want in the group.
➢ Continue to select worksheets until all of the worksheets you want to group are selected, then release the Ctrl key. The worksheets are now grouped.

7.2 To ungroup worksheets:

➢ Right-click a worksheet in the group, then select Ungroup Sheets from the worksheet menu.
➢ The worksheets will be ungrouped. Alternatively, you can simply click any worksheet not included in the group to ungroup all worksheets**.**

Q. 5 Write short notes on the following: **(7+7+6)**
- Computer Safety Measures
- The Microprocessor
- Memory Device

Ans:

Part 1. Computer Safety Measures

Computer security basically is the protection of computer systems and information from harm, theft, and unauthorized use. It is the process of preventing and detecting unauthorized use of your computer system.

1. Install and Update Anti-Virus Software

Always protect your computer by using up-to-date anti-virus software that is capable of scanning files and e-mail messages for viruses. This will prevent your files getting corrupted or lost and also prevent your computer from getting infected   with   the   virus.

Anti-virus software protects you from Trojan horses. Trojan horses are sent to computer systems typically through e-mail. They are particularly dangerous because they have the potential to allow others to gain control of your computer system remotely, without your knowledge or consent. These programs can capture and send sensitive information stored on your hard drive to any other person who has gained remote access to your computer.

2. Use A Personal Firewall

Any computer or device connected to the Internet that is not properly protected is vulnerable to a variety of malicious Internet intrusions and attacks. This applies to all users of cable modems, digital subscribe lines (DSL) and dial-up lines. However, cable modem and DSL users are particularly vulnerable because both connection methods provide "always-on" connection capability. The likelihood of

a malicious person entering your computer increases significantly the longer your computer is on and is connected to the Internet.

A personal firewall will help protect you from intrusion. Firewalls create a barrier between your computer and the rest of the Internet. A firewall can be a hardware device, a software application or a combination of the two. Firewalls can prevent malicious attacks and block certain types of data from entering your computer or private network. They can also be set up to alert you if anyone tries to access your system.

3. Keep Your Browser And Operating System Up-To-Date With Software Updates

The software you use and the Internet itself can impact the security of your online activities. Therefore, you should watch for security bulletins that warn you of various security "holes" or "bugs" that may impact the software and web browser you are using. It is very important to check the websites of your operating system and web-browser vendors for software "patches" and "updates". Some operating systems and software can be configured to automatically check for new updates.

4. Activate A Pop-Up Blocker

Several free, publicly available programs exist that will block all pop-up windows from occurring while you are online. You can download such programs from the Internet.

5. Scan Your Computer For Spyware Regularly

Spyware and adware are programs that monitor your Internet activity and potentially relay information to a disreputable source. Free spyware-removal programs are available on the Internet.

Part 2. The Microprocessor

Microprocessor is also call the brain of the computer. Microprocessor is normally in the form of a silicon chip containing the millions of transistors fabricated on it and is called CPU (Central Processing Unit). Intel and Motorola are well known brand of Microprocessor. Microprocessor consists the following different components.

1. ALU (Arithmetic & Logic Unit)

The Arithmetic & Logic Unit is an important part of CPU which has the capability to do arithmetic & Logical operation. Arithmetic operations are simple mathematical operation.

For example:
2+5=7
6-1-=5

Logical operations are different because these operations are based on some condition or criteria.

For example:
IF A>B
Print A else Print B
In this example if the value of A is greater than B then computer will print A otherwise print value B.

2. Control Unit

Control Unit supervises all components of the computer. First of all control unit selects the input/output devise and then it flows the data between the I/O devices and the memory devices.

Control unit brings instructions from memory unit and then executes them in an appropriate order.

3. Memory

Memory is the place where the date or programs are stored temporarily, which are needed during the data processing.

Part 3 Memory Device

Memory is the place where the date or programs are stored temporarily, which are needed during the data processing. Memory is further divided into two parts.

3.1. Primary Memory
3.2. Secondary Memory

3.1. Primary Memory is also called the main memory of the computer. Primary Memory keeps several storage locations, which are called location or cells and the data or program are stored in these memory locations. Primary Memory is call volatile, because when a computer system is shutdown all the existing in memory is erased. Normally a computer memory is measured in term of bytes. Bit is a combination of 8 bits. Bit is a single binary digit in the binary codes that is 0 or 1.

Primary Memory is further divided into two following categories:

3.1.1. Dynamic Random-Access Memory (Dynamic RAM or DRAM)
3.1.2. Static Random-Access Memory (static RAM or SRAM)

3.1.1. Dynamic Random-Access Memory is a kind of main memory which is cheaper & dynamic in the sense that it is refreshed after every few milliseconds. It is refreshed after sometimes while static RAM is not refreshed & this memory is expensive. DARM is slower than SRAM memory, because DARM memory has to be refreshed many times. The capacity of DARM's data reading is 60 nano seconds.

3.1.2. Static Random-Access Memory does not need refreshing; Static RAM is generally used for cache memory, which can be accessed more quickly than DARM. SRAM is faster than DARM because it does not refreshed as DARM.

3.2. Secondary Memory

Secondary Memory is also called secondary storage or auxiliary storage. These devices are used to store large amount of data permanently. These are called nonvolatile memory, because after shutting off the computer, the data is not erased. These are further divided into the following categories:

3.2.1 Types of storage Media

- ➢ **Hard Disks**
- ➢ **Optical Disks**
- ➢ **Magnetic Disks**

Hard Disk is part of a computer system, which is also called hard drive or fixed drive. Hard disk is primarily used to storage large amount of data and also provides a very quick access to retrieve the data. Hard disk is also available in different sizes. Like 320 gb or 400gb.

Optical Disk is used as an electronic data storage medium, which can be written and read data.

Optical Disks are available in the following format:

- ➢ **Compact Disk**
- ➢ **Digital Versatile Disk**

Compact Disk is nonvolatile storage medium, which is used for recording, storing and playing back audio, video, and computer data.

Digital Versatile Disk has capability to store large amount of data, movies etc than CD. DVDs are rapidly replacing CDs just because of their higher capacity and performance.